



## STATE OF INDIANA

Michael R. Pence, Governor

Department of Administration  
Procurement Division

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### Award Recommendation Letter

Date: December 30, 2014

To: Debby Walker, Deputy Commissioner, Indiana Department of Administration  
Justin Weidner, Director of Strategic Sourcing, Indiana Department of Administration

From: Adam Thiemann, Account Manager, Indiana Department of Administration

Subject: Recommendation of Selection for RFP-15-010,  
Speech and Language Pathologist Services for Medical Chart Review and Evaluation for  
the Disability Determination Bureau

Based on its evaluation of responses to RFP-15-010, it is the evaluation team's recommendation that Imagine SLP Consultants be selected to begin contract negotiations to provide Physician Services for Medical Chart Review and Evaluation for the Disability Determination Bureau.

The terms of this recommendation are included in this letter.

Estimated Amount of Contract: \$322,000.00

The evaluation team received one (1) proposal from:

1. Imagine SLP Consultants

The proposals were evaluated by IDOA and an evaluation team according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (40points)
- Price (35 points)
- Indiana Economic Impact (5 points)
- Buy Indiana/Indiana Company (5points)
- Minority Business Participation (5 points)
- Women-Owned Business Participation (5 points)
- Veteran Business Enterprise participation (5 points)

The proposals were evaluated according to the process outlined in section 3.2 ("Evaluation Criteria") of the RFP. Scoring was completed as follows:

## **A. Adherence to Requirements**

The proposals were reviewed for adherence to mandatory requirements. The respondent moved on from this step.

## **B. Management Assessment/Quality (MAQ)**

### **Business Proposal**

For the business proposal evaluation, the team considered each respondent's ability to serve the state regarding the following sections of the business proposal: company structure, company financial information, references, and experience serving similar clients.

### **Technical Proposal**

For the technical proposal evaluation, the team considered each respondent's ability to practice within the established Federal, State, and Local rules, laws, and regulations, curriculum vitae, range of claims, time commitment, and computer skills.

The evaluation team's scores were based on a review of each respondent's proposed approach to each section of the technical proposal, Section 2.4, as well as any specific questions that respondents were asked to respond to in the RFP and clarifications.

Results of the management assessment/quality evaluation are shown in the table below.

## **C. Cost Proposal**

Cost scoring points were assigned as follows:

- Respondents who met the State's current baseline cost received zero (0) cost points.
- Respondents who proposed a decrease to the State's current costs received positive points at the same rate as bid increasing cost.
- Respondents who proposed an increase to the State's current cost received negative points at the same rate as bid lowering cost.
- Respondents who proposed a 10% decrease to the State's current baseline cost received all of the available cost points.
- If multiple Respondents decreased costs below 10% of the current baseline, an additional 5 points were added to the Respondent proposing the lowest cost to the State.

## **D. IDOA Scoring**

The respondent moved forward to the final scoring – Buy Indiana, Indiana Economic Impact, Minority and Women Business Participation, and Veteran Business Enterprise using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy Indiana, Indiana Economic Impact, and Minority, Women, and Veteran Business Participation information with the respondent.

### Final Overall Evaluation Scores

Respondent	Management Assessment/ Quality Score	Cost Score	Buy Indiana	Indiana Econ Impact	MBE	WBE	VBE	Total Score (100 max)
Imagine SLP Consultants, LLC	32.25	0.00	5.00	5.00	-1.00	-1.00	-1.00	39.25

### Award Summary

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposed business solutions to meet the goals of the program and to meet the needs of the State. The team evaluated proposals based on the stipulated criteria outlined in the RFP document.

The term of the contract shall be for a period of two (2) years from the date of contract execution. There may be two (2) one-year renewals for a total of four (4) years at the State's option.